

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.**      1G    
**Mtg. Date**    June 6, 2018   
**Dept.**        City Manager's Office 

**Item Title:**    Fiscal Year 2018-19 City Calendar 

**Staff Contact:**   Alicia Hicks, Human Resource Manager

**Recommendation:**

Approve the Fiscal Year 2018-19 City Calendar ( <b>Attachment A</b> ).
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**Item Summary:**

The Lemon Grove Personnel Policies Manual establishes the Holiday Schedule for employees and the method of compensating them for holidays that fall on weekends or scheduled days off. Per the Lemon Grove Personnel Policies Manual in Section 6.15:

*C. If one of the holidays listed above falls on a Saturday, or on a work day normally scheduled off, then floating holiday hours shall be credited as appropriate.*

It has been past practice for several years to take the floating holidays credited on holidays that fall on a Friday or Saturday and apply them to the week after Christmas for a City-wide closure. Staff presents the proposed Fiscal Year 2018-19 City Calendar (**Attachment A**) for City Council approval.

The following holidays conflict with scheduled days off during Fiscal Year 2018-19:

- Veteran's Day (falls on a Sunday)
- Day after Thanksgiving (falls on a Friday)

The proposed calendar assigns the holidays that conflict with scheduled days off as follows:

- November 11, 2018 (Veteran's Day) apply to Wednesday December 26, 2018.
- November 25, 2018 (day after Thanksgiving) apply to Thursday December 27, 2018.
- In accordance to the Personnel Rules and Regulations employees are credited ½ day of holiday pay for paid time off on December 24, 2018 (Christmas Eve); employees will apply the remainder ½ day of floating holiday, credited from July 1<sup>st</sup> holiday accrual hours and use to offset the difference of paid time off.
- In accordance to the Personnel Rules and Regulations employees are credited ½ day of holiday pay for paid time off on December 31, 2018 (New Year's Eve); employees will apply the remainder ½ day of floating holiday, credited from July 1<sup>st</sup> holiday accrual hours and use to offset the difference of paid time off.

This proposed calendar would result in City Hall being closed from Monday, December 24, 2018 through Tuesday, January 1, 2019. If approved, the FY 2018-19 City Calendar will be posted on the City's website and made available at City Hall.

**Fiscal Impact:**

 None.

**Environmental Review:**

☒ Not subject to review

☐ Negative Declaration

☐ Categorical Exemption, Section [            ]

☐ Mitigated Negative Declaration

**Public Information:**

☒ None

☐ Newsletter article

☐ Notice to property owners within 300 ft.

☐ Notice published in local newspaper

☐ Neighborhood meeting

**Attachments:**

A. [City of Lemon Grove Fiscal Year 2018-19 Calendar]

# Attachment A

## City of Lemon Grove -- Fiscal Year 2018-19 Calendar

July-18						
S	M	T	W	T	F	S
1	2	3	H	5	C	7
8	9	10	11	12	C	14
15	16	17	18	19	C	21
22	23	24	25	26	C	28
29	30	31				

August-18						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	30	C	

September-18						
S	M	T	W	T	F	S
						1
2	H	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	24	25	26	27	C	29
30						

October-18						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	29	30	31			

November-18						
S	M	T	W	T	F	S
				1	C	3
4	5	6	7	8	C	10
H	12	13	14	15	C	17
18	19	20	21	H	H	24
25	26	27	28	29	C	

December-18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	1/2H	H	26	27	C	29
30	1/2H					

January-19						
S	M	T	W	T	F	S
		H	2	3	C	5
6	7	8	9	10	C	12
13	14	15	16	17	C	19
20	H	22	23	24	C	26
27	28	29	30	31		

February-19						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	H	19	20	21	C	23
24	25	26	27	28		


March-19						
S	M	T	W	T	F	S
					C	2
3	4	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24	25	26	27	28	C	30
31						

April-19						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	29	30				

May-19						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	H	28	29	30	C	

June-19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	24	25	26	27	C	29
30						

**C** Closed  
**H** Holiday

 Need for float  
